DOCUMENT RESUME

ED 126 419 CG 010 729

TITLE	Counselor's Information Service: A Quarterly Annotated Bibliography of Current Literature on Educational and Vocational Guidance. Volume 31, Number 2, May, 1976.
INSTITUTION	B'nai B'rith, Washington, D.C. Career and Counseling Services.
PUB DATE	May 76
NOTE	25p.
AVAILABLE FROM	B'nai B'rith Career and Counseling Services, 1640 Rhode Island Avenue, N.W., Washington, D.C. 20036. (Subscription $9.00 per year)
EDRS PRICE	MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS	*Adult Education; *Annotated Bibliographies; Booklists; *Educational Guidance; Guidance Functions; Guidance Objectives; Literature Guides; *Literature Reviews; Occupational Guidance; *Occupational Information; Periodicals; Reference Materials; Rehabilitation Counseling; *Resource Materials; Student Loan Programs

ABSTRACT

The materials reviewed are categorized according to the following topics: (1) Occupational Information; (2) Educational, Vocational, and Personal Guidance; (3) Guidance Administration and Procedures; (4) Student Aids; (5) Aids for the Teacher; (6) Guidance Material--Free or Inexpensive; (7) Adult Education and the Aging; (8) Handicapped and Rehabilitation Counseling; and (9) The Counselor's Bookshelf. (HLM)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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B'NAI B'RITH CAREER AND COUNSELING SERVICES
1640 Rhode Island Avenue, N. W.
Washington, D. C. 20036

Subscription $9.00 per year

Volume 31, Number 2 — May 1976

ED126419

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OCCUPATIONAL INFORMATION

Accounting. (Career Opportunities Series C-1.) Catalyst, 14 East 60th St., New York, NY 10022. 1975. 32 pp. 90 cents. Overview of accounting as well as discussion of job responsibilities are provided. Educational requirements, career paths, salaries, part-time employment opportunities, job-hunting techniques and status of women are considered.

Biomedical Engineers. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 6 pp. $1.00. Work performed by biomedical engineers is reviewed. Educational/training requirements, personal qualifications, registration/certification/licensure, working environment, employment location, career rewards, advancement possibilities and related occupations are surveyed.

Bulletin Boards About Careers: Designs for a Variety of Careers. Mary Kinaver Davis and Jo Ann Robinson. T. S. Denison and Company, Inc., 5100 West 82nd St., Minneapolis, MN 55431. 1975. 80 pp. $7.95. Purposes of this publication are to promote career exploration, present ideas to display career information and assist counselors and teachers in design of bulletin boards. Included are ideas for construction of bulletin boards pertaining to specific careers as well as a variety of careers.

Career Information: Business and Office Occupations. (Revised.) Publications Sales, American Vocational Association, 1510 H St., N.W., Washington, DC 20005. 1975. 28 pp. $1.00 (prepaid). Publications relating to business and office occupations are assessed. For each publication, date of publication, classification, number of pages, price, level of vocabulary and NVGA rating are given.

Career Resources A to Z: A Student's Guide to Occupational and Educational Information. Career Guidance Media, P.O. Box 3422, Alexandria, VA 22302. 1975. Unnumbered. $1.50. This guide contains references to 250 organizations that have prepared information for career exploration.

Careers for Young Jewish Adults in Israel. Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information to educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life as well as hints on conducting a job search are discussed.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE PERSPECTIVE PUBLISHER

Careers in City Management. (Revised.) Laurence Rutter. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 16 pp. $1.50. Rules and duties of the city manager are highlighted. Personal and educational requirements, financial aids, internships and in-service training are discussed. Opportunities for women and minority group members, remuneration, working conditions, professional organizations and employment outlook are considered.

Careers in Corporate Management. (Revised.) Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed.

Careers in Horticultural Sciences. (Revised.) Dorothy Dowdell and Joseph Dowdell. Julian Messner, Simon and Schuster, Inc., 1 West 39th St., New York, NY 10018. 1975. 222 pp. $6.29. Careers in horticultural sciences, including plant genetics, landscaping, pest control, food processing and county agent among others, are covered. Information is given on education and training, career opportunities and financial rewards.

Careers in Jewish Federations. Council of Jewish Federations and Welfare Funds, Inc., 315 Park Ave. South, New York, NY 10010. 1975. Un-numbered. Free (up to 5 copies). Executive career opportunities in Jewish Federations are considered. Services and functions of Jewish Federations workers are detailed. Federation Executive Recruitment and Education Program is described. Financial aids, participating institutions in executive training program and job opportunities are explored.

Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth. Information Office of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. $1.50. Available educational and career opportunities at each service academy are discussed. Information on academic programs, summer training, athletic programs, religious life and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers and counseling are also considered.

Careers in the Apparel Industry. Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends and nature of work including specializations are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered.

Careers in the Outdoors. Mark Boesch. E.P. Dutton and Company, Inc., 201 Park Ave. South, New York, NY 10003. 1975. 240 pp. $11.95. Various jobs and professions that relate to conservation of resources are described. Separate chapters are devoted to main occupations of forestry, range management, outdoor recreation, wildlife management, water and soil conservation, fire management and environmental engineering. Personal and educational requirements, how to apply and where, job locations, and future outlook are detailed. Technical schools and colleges are listed.

Careers in the Quality Sciences. American Society for Quality Control, 161 West Wisconsin Ave., Milwaukee, WI 53203. 1975. 10 pp. Free (single copy). Various opportunities and skill levels required for inspectors, technicians, engineers and managers in the quality sciences are outlined. Necessary educational preparation as well as colleges and universities offering courses and degrees in the quality sciences are covered.

Counseling. (Career Opportunities Series C6.) Catalyst, 14 East 60th St., New York, NY 10022. 1975. 48 pp. 90 cents. Discussion of counseling as a profession is written from a woman's viewpoint. Principal specialties of school counseling, college student personnel services, vocational counseling and rehabilitation counseling are reviewed as well as information on educational requirements and salaries. Status of women, part-time opportunities and job-hunting techniques are examined.

Drafting as a Career. American Institute for Design and Drafting, 3119 Price Rd., Bartlesville, OK 74003. 1976. Un-numbered. Free (single copy). Nature of

work, educational requirements, location of employment, average monthly salary and employment opportunities are examined. Design-drafting courses certified by the American Institute for Design and Drafting are listed.

Floral Designing: The Now Profession. Rittner School, 345 Marlborough St., Boston, MA 02115. 1975. 8 pp. Free. Career opportunities in floral designing are described. Necessary preparation, working conditions, earnings, advantages to having one's own business and employment outlook are discussed.

Health Career Handbook. Association of American Indian Physicians, Inc., 1300 McGee Dr., Norman, OK 73069. 1975. 53 pp. Free. This handbook is directed toward American Indian youth interested in the health professions. Career opportunities in medicine, dentistry, pharmacy, nursing, veterinary medicine, osteopathy, podiatry and public health professions are detailed. Secondary school preparation, college level training and preparation, admission into health professions schools, special Indian programs and financial planning are considered.

Interior Design Career Guide. American Society of Interior Designers, 730 Fifth Ave., New York, NY 10019. 1976. Un-numbered. Free (single copy, self-addressed, stamped envelope). Profession of interior designer as well as education requirements, job duties, working conditions, employment prospects, job advancement and compensation are described.

Introduction to the Profession of Medical Technology, An. (Second Edition.) M. Ruth Williams and David S. Lindberg. Lea and Febiger, Washington Square, Philadelphia, PA 19106. 1975. 135 pp. $5.00 (paper). Composite view of medical technology and how it fits into entire health care field is provided. Educational and training requirements, work performed, employment opportunities, salaries and future outlook are highlighted.

Looking Forward to a Career: Agriculture. (Second Edition.) Harold B. Swanson. Dillon Press, Inc., 500 South Third St., Minneapolis, MN 55415. 1975. 107 pp. $5.95 (cloth). Variety of careers in agriculture are described. Jobs such as farmer, rancher, journalist, government agent, grocer and researcher are outlined.

Looking Forward to a Career: Electronics. Louise G. Greenebaum. Dillon Press, Inc., 500 South Third St., Minneapolis, MN 55415. 1975. 123 pp. $5.95 (cloth). Career opportunities in electronics are detailed. History, education and training requirements as well as sources of additional information are included.

Opportunities in Architecture Today. Robert Piper. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 117 pp. $2.45 (paper). Attitudes, motivation and aptitude necessary to enter field of architecture are discussed. High school preparation, choosing a college architectural program, internship, examination and licensure are considered. Services incorporated into total building design and construction as well as management practices to be employed in the future are covered.

Opportunities in Drafting Today. Benjamin J. Stern. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1975. 112 pp. $2.45 (paper). Role of draftsmen, attributes and education necessary for success, apprenticeships, women in drafting, working conditions and advancement are detailed. Functions of different types of draftsmen—mechanical, marine, topographical and technical illustrator—are explained. List of schools offering courses in drafting and directory of state apprenticeship agencies are included.

Opportunities in Opticianry Today. Russell L. Stimson. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 95 pp. $2.45 (paper). Occupations associated with opticianry are described. History and scope of opticianry, analysis of job classifications, employment preparation, employment conditions and how to get started are considered.

People of the Airlines, The. Air Transport Association of America, 1709 New York Ave., N.W., Washington, DC 20006. 1975. Un-numbered. Free. Range of airline jobs for men and women is highlighted. Brief job description as well as salary range is furnished for each. ATA member airlines are listed.

Public Accounting as a Career for YOU. National Society of Public Accountants, 1717 Pennsylvania Ave., N.W., Washington, DC 20006. 1975. 6 pp. Free. History of public accounting and accountants in

public practice are discussed. Services a public accountant performs, educational requirements, personal qualifications, advancement opportunities, earnings, advantages and disadvantages are described.

So You Want to Go to Law School. John F. Dobbyn. West Publishing Company, St. Paul, MN 55102. 1976. 204 pp. $4.50 (student price). This book was written primarily for students planning to enroll in law school or considering the pros and cons of studying law. Selecting a law school, how to apply and basic approaches to the study of law are examined. Common "neuroses and psychoses" of law students, extracurricular diversions, combining law school and marriage, and practice of law are considered.

"Starter" File of Free Occupational Literature, A. (Revised.) Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free, selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles.

Watchmakers. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Work performed by watchmakers as well as personal qualifications, educational requirements and opportunities, licensing, working conditions, wages and employment outlook are considered. Related occupations and suggested readings are included.

What's It Like To Be a Technician? Corporate Educational Communications, General Electric Company, Fairfield, CT 06431. 1975. Un-numbered. Free (single copy to students; up to 25 copies to guidance counselors). Kinds of opportunities available for technicians are described. Science technicians, engineering technicians as well as work in health service, aviation, computer technology, broadcasting and design are covered. Types of career training are outlined.

You Can Be a Machinist. Arthur Liebers. Lothrop, Lee and Shepard Company, 105 Madison Ave., New York, NY 10016. 1975. 128 pp. $5.50. Work of the machinist is described. Information on high school and college preparation, apprenticeship and training, aptitude tests, advantages, disadvantages, opportunities for women, contests and government aid is provided. Bureau of Apprenticeship and Training field offices, Civil Service Commission offices and State Apprenticeship agencies are listed.

Your Career in Nursing. National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1976. 16 pp. 75 cents. Current nursing practice, trends in nursing and job opportunities in various work settings are described. Types of educational programs, personal qualifications, licensure, working schedules, salaries and personal rewards are examined.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Accredited Medical Laboratory Technician and Medical Assistant Schools. Accrediting Bureau of Medical Laboratory Schools, Oak Manor Office, 29089 U. S. 20 West, Elkhart, IN 46514. 1976. Un-numbered. Free. Accredited medical laboratory technician and medical assistant schools are listed. Importance of accreditation, standards and procedures are outlined.

American Freshman, The: National Norms for Fall 1975. Alexander W. Astin, Margo R. King and Gerald T. Richardson. Cooperative Institutional Research Program, Graduate School of Education, University of California at Los Angeles, 405 Hilgard Ave., Los Angeles, CA 90024. 1975. 132 pp. $5.00 (prepaid). National normative data on characteristics of freshman students entering college in the 1975-76 academic year are presented. Data include information on student's age, father's and mother's education, racial background, citizenship, religious preference and background, father's and mother's occupations, career aspirations, etc.

Associate Degree Education for Nursing. National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1976. 42 pp. 75 cents. General information about associate degree education for nursing is provided. All state-approved schools in the U. S. are listed with details concerning usual length of program, living arrangements, estimated costs as well

as whether advanced placement and part-time or evening study are possible. NLN-accredited programs are identified.

Barron's Handbook of College Transfer Information. (Revised). Nicholas C. Proia. Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, NY 11797. 1975. 297 pp. $3.95. College Transfer Information Charts for more than 1300 public and private colleges are provided. Admission criteria, residency requirements for degree, tuition and fees, availability of financial aid, application deadlines, housing requirements, special and parallel programs, enrollment figures and transfer space availability are detailed. College services and aids in transfer, how to select a college and evaluation of transfer credits are discussed.

Barron's How to Prepare for College Entrance Examinations. (Eighth Edition). Samuel C. Brownstein and Mitchel Weiner (Eds.). Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, NY 11797. 1975. 653 pp. $4.50 (paper). This book is intended for students preparing for college admissions tests. Self-scoring tests as well as explanation of correct answers are provided for Scholastic Aptitude Test. Sample tests are furnished for Verbal and Mathematics sections, and Achievement Tests in English, science, languages and mathematics. Special section on planning for college, college selection and application is included.

Career Education: Plans and Programs of the States—1976. Marvin A. Rapp and Joseph F. Barber. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 80 pp. $2.50. Inventory of selected state plans and programs of career education is presented. Appendices provide career development models, directories of state superintendents, state department of education personnel for guidance and personnel services, and state contact persons for career education.

Career Guide to Professional Associations: A Directory of Organizations by Occupational Field. The Carroll Press, 43 Squantum St., Cranston, RI 02920. 1976. 276 pp. $8.95. Data on nearly 2000 professional associations are categorized by occupational field. Name and address of association as well as function it serves and publications issued are detailed.

College Guide for Buffalo Jewish Youth. Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith-JFS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, NY 14203. 1974. 51 pp. $1.00. This guide provides college-bound students and their parents with information about Jewish life and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies and study in Israel. Availability of kosher food, area synagogues, local Jewish community centers and mailing address of campus Hillel or other Jewish organizations are detailed.

College Placement and Credit by Examination, 1975: Advanced Placement Program, College-Level Examination Program. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 152 pp. $3.50. Institutions' Advanced Placement and CLEP policies for entering students in the fall of 1975 are detailed. Part I reports lowest APP grades and CLEP scores *normally* accepted for some sort of placement, exemption and/or credit. Part II offers brief description of institutions' general APP and CLEP policies (where reported), and provides name of official to whom requests for more detailed information may be sent.

Condition of Education, The: 1976 Edition. Mary A. Golladay. U. S. Department of Health, Education and Welfare, Education Division, National Center for Education Statistics. Available from: Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402. 1976. 308 pp. $4.40. Statistical data on conditions of U. S. education are provided. Topics are: Students and Schools, Outcomes of Schooling, Concerns of Elementary and Secondary Education, Postsecondary Education Participation, Relationships Between Education and Work, School Personnel, and Elementary and Secondary School Finance. International comparisons of U. S. education and other countries are included.

Directory of Accredited Institutions 1975-76. Accrediting Commission of the Association of Independent Colleges and Schools, 1730 M St., N. W., Suite

40), Washington, DC 20036. 1975. 24 pp. Free (single copy). Nearly 500 schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools are listed. Name of school, address, telephone and school administrator are provided.

Directory of Career Mobility Programs in Nursing Education. National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1975. 253 pp. $7.95. Information is provided for people interested in moving to a different level in nursing, those who need help finding schools of nursing that will best help them meet their career goals and those who wish to receive institutional credit for their experience in the health field. Details are given about nursing programs in the U. S. and its territories that offer advanced placement through examinations; self-pacing progression; opportunities for licensed practical nurses or for registered nurses who desire further nursing education; and multiple exit and re-entry levels.

Directory of Cooperative Education, A: Its Philosophy and Operation in Participating Colleges in the United States and Canada, Volume IV. Cooperative Education Association, Drexel University, Philadelphia, PA 19104. 1975. 474 pp. $7.00. Basic aspects of cooperative education and detailed information about educational institutions above the secondary school level that meet certain standards of operation and present cooperative programs are provided. This book can be helpful to high school youth, employer representatives, secondary school administrators and administrators of college cooperative programs.

Divorce. Elizabeth Ogg. Public Affairs Pamphlets, 381 Park Ave. South, New York, NY 10016. 1975. 28 pp. 35 cents. Frequency of divorce, divorce laws, no-fault statutes and question of alimony are considered. Children of divorce, suggestions for divorcing parents and the aftermath of divorce are examined. Organizations to help divorced persons and recommendations to ease the situation are detailed.

Education for Nursing—The Diploma Way. (Publication No. 16-1314). Department of Diploma Programs, National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1975. 29 pp. 75 cents (prepaid). General information is presented about education in nursing for high school graduates who seek programs that are usually conducted by and based in a hospital and that prepare for registered nurse practice. NLN-accredited programs are listed with details on length of program, living arrangements, estimated costs, and whether married and transfer students are accepted.

Facing Careers in the Year 2000. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 7 pp. $1.00. Changing environment, values and world of work are considered. Role of counselors in implementing changes directed toward future needs is emphasized.

Facing Facts About Vocational Education for Your Career: A Guide for High School Students, Their Counselors and Parents. Prudential Insurance Company of America, Box #36, Newark, NJ 07101. 1975. 36 pp. Free. Discussion of changing patterns in attitudes toward education and work as well as an overview of career education are provided. Work opportunities, major trends, going into business for one's self, steps in preparing for a career, opportunities for women and minorities, and financial assistance are explored.

Guide to Summer Camps and Summer Schools. (Nineteenth Edition). Porter Sargent, Publisher, 11 Beacon St., Boston, MA 02108. 1975. 454 pp. $8.00 (cloth). Over 1100 summer camping, recreational, travel, pioneering and academic programs are described. Location, enrollment, director's winter address, fees, length of camping period and other pertinent information are listed for each entry. Special programs for the handicapped and maladjusted as well as those with learning disabilities are included.

Help Wanted: Case Studies of Classified Ads. John Walsh, Miriam Johnson and Marged Sugarman. Olympus Plaza, 1670 East Thirteenth South, Salt Lake City, UT 84105. 1976. 120 pp. $3.95 (paper). This book summarizes findings of a study conducted in San Francisco and Salt Lake City to test feasibility of determining whether classified help wanted ads in daily newspapers are an accurate reflection of local labor markets and of significant use to employers and job seekers. Implications of study are provided.

Labor Market Information for Youths. Seymour L. Wolfbein (Ed.). Temple University, School of Business Administration, Philadelphia, PA 19122. 1975. 262 pp. $7.95 (cloth). Thirteen papers consider facts and issues surrounding problem of high unemployment among youths and suggestions for new policies. New programs recently tried to help young people are examined.

Making It in College. Marion Walker and Mark Beach. Mason/Charter Publishers, Inc., 641 Lexington Ave., New York, NY 10022. 1976. 227 pp. $8.95. Specific advice for minority students is given on how to evaluate, select and get into the college of one's choice; improve learning skills and survive the first two "make-it-or-break-it" months; and deal with institutional discriminations. Section on evaluating a school's "financial health," minority faculty and staff, career planning and selection is included.

Meeting the Challenge: Experimental and Innovative Colleges and Universities. S. Norman Feingold, Anne E. Garrett and Fae F. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Each listing contains information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system and degrees offered as well as tuition costs; types of housing facilities are considered. Details pertaining to programs and facilities are included where possible.

National New Health Practitioner Program Profile 1976-77. Association of Physician Assistant Programs, 2120 L St., N. W., Suite 210, Washington, DC 20037. 1975. 130 pp. $5.00. Forty-four accredited educational programs for physician assistants are listed. Each entry includes name and address, program length, entrance requirements, selection factors, curriculum, credentials awarded, university and institutional affiliations, application deadline, estimated expenses per year and financial aid. General information is furnished on planning for physician assistant profession, admission procedures, financial planning, nature of physician assistant education and certification.

New Careers for Teachers: A Step by Step Guide to Finding a New Job That is Right for You. Ben Greco. Dow Jones Irwin, Inc., 1818 Ridge Rd., Homewood, IL 60430. 1976. 320 pp. $11.95. This book is written for teachers who want to change professions. Concepts of career decision strategy and their application are described. Techniques of job search and skills required to make a job change with minimum of wasted effort and frustration are discussed.

1975 Handbook on Women Workers. U. S. Department of Labor, Employment Standards Administration, Women's Bureau. Available from: Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402. 1976. 435 pp. $4.70. Data covering a wide range of topics reveal the economic and legal status of women. Handbook is divided into three parts. Women in the Labor Force, Laws Governing Women's Employment and Status, Institutions and Mechanisms to Advance the Status of Women. Among major topics discussed are: employment and unemployment, working wives and mothers, child care, minority women, women in unions, occupations and income, education and training, Federal and State laws, Federal programs and advisory groups, commissions on the status of women, international organizations and activities.

1976 National Trade and Professional Associations of the United States and Canada and Labor Unions. Craig Colgate and Georgene J. Slagle (Eds.). Columbia Books, Inc., Publishers, 734 Fifteenth St., N. W., Room 601, Washington, DC 20005. 1976. 365 pp. $20.00 (plus $1.00 DC tax). Approximately 5700 national trade associations, labor unions, scientific or technical societies and other national organizations composed of groups united for a common cause are listed.

Patterson's Schools Classified. Educational Directories, Inc., P. O. Box 199, Mount Prospect, IL 60056. 1975. 208 pp. $4.00 (plus postage). More than 7000 colleges, universities, private and special schools are listed and classified by occupational categories.

Realize Your Potential. Robert J. McKain, Jr. AMACOM, American Management Associations, 135

West 50th St., New York, NY 10020. 1975. 180 pp. $9.95. Individual's career growth (vertical potential) is related to life outside work (horizontal potential). Author provides scoring system whereby one may evaluate level of achievement or self-actualization.

Schools of Social Work With Accredited Master's Degree Programs. Council on Social Work Education, 345 East 46th St., New York, NY 10017. 1975. 18 pp. Free. Schools of social work with accredited master's degree programs as well as those offering post-master's programs and new schools working toward accreditation are listed.

Small Business Ideas for Women—And How to Get Started. Terri Hilton. Pilot Books, 347 Fifth Ave., New York, NY 10016. 1975. 32 pp. $2.00 (postpaid). Aimed at the need for a second source of income, this guide shows how to make extra money by judicious use of spare time. Starting with a 25-point checklist to help analyze personal potential as well as business opportunities, it details "start-up" and promotion. Twenty-one different business types are described.

Summer Employment Directory of the United States. (Twenty-fifth Edition). Mynena A. Leith. National Directory Service, Inc., 252 Ludlow Ave., Cincinnati, OH 45220. 1975. 208 pp. $6.95. Information on 90,000 summer jobs available throughout the United States and Canada for 1976 is given. Employers listed invite applications from college students, teachers, high school seniors and foreign students. Facts about applicants most important to employers, how to make application as well as sample letter of application and data sheet are provided.

Technician Education Yearbook, 1975-76. Prakken Publications, Ann Arbor, MI 48107. 1975. 360 pp. $16.00. Details about 1850 institutions offering programs in various technologies include kinds of programs offered, admission requirements, accreditation and enrollment figures. Section listing, by state, all institutions offering each technology is included. Directory of federal and state officials in charge of technician training is provided. Discussion of problems, issues and proposals for technician education; case studies of programs now in operation; and occupational information is presented.

Universities and Colleges in the United States Offering Courses in Ceramic Engineering, Science and/or Ceramic Art. American Ceramic Society, 65 Ceramic Dr., Columbus, OH 43214. 1975. 4 pp. Free (single copy). Names and addresses of schools offering courses in ceramic engineering, science and/or ceramic art are listed. Fields of study and degrees offered are noted.

Where Shall I Go To College To Study Advertising? Billy I. Ross and Donald G. Hileman (Eds.). Advertising Education Publications, 3429 Fifty-fifth St., Lubbock, TX 79413. 1976. Un-numbered. 50 cents. Schools offering programs in advertising education are listed. Title of program, specific degrees offered, accreditation and full-time faculty are detailed. Other information includes types of financial aids, entrance requirements, costs and professional societies. Factors to consider in one's evaluation of advertising as a lifetime career are delineated.

Woman Alcoholic, The. (Public Affairs Pamphlet No. 529). Vera Lindbeck. Public Affairs Committee, Inc., 381 Park Ave. South, New York, NY 10016. 1975. 28 pp. 35 cents. Problems and patterns of alcoholic women, do's and don't's for helping alcoholics as well as list of resources for further information about alcoholism and treatment facilities are presented.

Women's Films in Print: An Annotated Guide to 800 Films by Women. Bonnie Dawson. Booklegger Press, 555 29th St., San Francisco, CA 94131. 1975. 165 pp. $4.00 (California residents, $4.24). Information on 800 films produced by women is supplied. Entries are arranged in alphabetical order by filmmaker's name with a short summary of producer's films and complete ordering details. Title and subject indices, selected bibliography, list of women's film festivals and contacts are included.

GUIDANCE ADMINISTRATION AND PROCEDURES

Career Guidance: Roles for Action. Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts

are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

Career Guidance—When, Where and By Whom? S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Developments within career guidance and technical innovations likely to occur within the next 20 years are outlined. The "when, where and by whom" of career guidance are examined. Counselors' responsibilities within framework of career guidance are considered.

Career Guidance and the Changing World of Work. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Physical and educational changes occurring in our society are considered. Impact of technological change and resultant change in composition of the labor force are examined.

Commitment to the Non-Traditional Student. (Topical Paper No. 51). Johnnie Ruth Clarke. ERIC Clearinghouse for Junior Colleges, University of California at Los Angeles, 96 Powell Library Bldg., Los Angeles, CA 90024. 1975. 13 pp. Free (single copy). Institutional commitment to the needs of non-traditional students is considered. Suggestions for recruitment, improving admissions and registration procedures, counseling, academic planning and student activities are outlined.

Critical Issues in Career Guidance. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered.

Curriculum Development: Theory into Practice. Daniel Tanner and Laurel Tanner. Macmillan Publishing Company, Inc., 866 Third Ave., New York, NY 10022. 1975. 734 pp. $14.95. Emphasis is given to needs for assuming an aggregate model of curriculum, addressing macrocurricular problems and conceiving education as an emergent process. Major topics of discussion include: The Search for Rationale, The New Reformation—Science and Sentiment, Crosscurrents in Curriculum Reform and Reconstruction, and Improving the Curriculum.

Demand and Supply in U. S. Higher Education. Roy Radner, Leonard S. Miller, Douglas L. Adkins and Frederick E. Balderston. Carnegie Commission on Higher Education. Available from: McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 468 pp. $19.95. This book reports on statistical measurements of certain aspects of supply and demand for students, places for them to attend college and faculty members to teach them. Demand for freshman places by potential students as a function of cost, student family income, student academic ability and other traits; relationship between student-faculty ratios and institutional characteristics; and "stocks" of educated persons by age, sex, highest degree and field of specialization are examined. Use of quantitative models for policy making is considered.

Developing Tomorrow's Managers Today. Francis W. Dinsmore. AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1975. 130 pp. $9.95. Purpose of this book is to develop a better understanding of managers as they are, and how their management styles can be changed to maximize what works best in their own organization. Suggestions are offered on how to relate and coordinate individual and organizational needs.

Education for Global Interdependence: A Report With Recommendations to the Government/Academic Interface Committee. International Education Project, American Council on Education, One Dupont Circle, Washington, DC 20036. 1975. 108 pp. $3.00. American educational system's ineffectual preparation of the nation's people for coping in an interdependent world is considered. Recommendations are offered for suggested actions by the federal government, state governments, educational institutions and private foundations.

Ethical and Legal Concerns of the Counselor. Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors'

performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed.

Executive Ease and Dis-ease. H. Beric Wright. John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 195 pp. $14.95. Practical measures that may reduce absenteeism, yield a more efficient executive force and increased company loyalty as well as provide the prospect of good health and longevity are given. Part One, Medical Hazards, discusses life expectancy, coronary thrombosis, hypertension, stress and mental breakdown. Part Two, Surviving the Hazards, highlights dealing with stress, travel, sleep, living with a coronary, quality of marriage, women executives, health maintenance and retirement.

Governance of Colleges and Universities, The. (Revised Edition). John L. Corson. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 297 pp. $10.50. Organization, administration and governance of present-day colleges and universities are considered. Part that trustees, presidents, deans, department heads, faculty and students have in making decisions about educational programming, research, provision of services, finance and personnel are examined. Issues facing these institutions, including faculty unionization, state coordination, student rights and financial difficulties of private colleges are studied.

Great American Degree Machine, The: An Economic Analysis of the Human Resource Output of Higher Education. Douglas J. Adkins. Carnegie Commission on Higher Education, 2150 Shattuck Ave., Berkeley, CA 94704. 1975. 663 pp. $14.00. Author considers four possible "models" that might explain the steady growth in number of degrees awarded and changes that occurred in their distribution by level and field.

Guide to Professional Development Opportunities for College and University Administrators, A: Seminars, Workshops, Conferences and Internships. Sylvia W. Galloway and Charles F. Fisher (Eds.). Office of Leadership Development in Higher Education, American Council on Education. Available from: American Council on Education, Publications Division, One Dupont Circle, Washington, DC 20036. 1976. Un-numbered. $5.75 (plus 50 cents postage and handling). This guide is designed to assist college and university personnel to become better informed about programs and training activities for executive and staff leadership development in higher education. Information includes name of program, purpose, date, cost, accommodations, application deadline and contact.

Guidelines for Audiovisual Materials and Services for Large Public Libraries. Audiovisual Committee, Public Library Association. Available from: American Library Association, 50 East Huron, Chicago, IL 60611. 1975. 35 pp. $2.95. Quantitative standards are set for large public libraries and library systems that wish to establish audiovisual services to strengthen existing collections and programs.

Importance of the Community and Junior College on Students. Richard L. Alfred. American College Testing Program and ERIC Clearinghouse for Junior Colleges. Available from: ACT Publications, P. O. Box 168, Iowa City, IA 52240. 1975. 78 pp. $3.00. Model developed to assess colleges' impact on students and guidelines for testing it are presented. Variables include student personality dimensions, family background, employment patterns, residence arrangements and membership groups; colleges' demographic characteristics; curriculum and major field characteristics; and faculty. Importance of involving representative segments of the community in decisions related to community's educational needs is stressed.

Legal Aspects of Educating the Developmentally Disabled. H. Rutherford Turnbull, III. National Organization on Legal Problems of Education, 825 Western Ave., Topeka, KS 66606. 1975. 50 pp. $4.95. Focus is on development of legal aspects of educating the developmentally disabled. Constitutional foundations and state law on right to education as well as legal principles and exclusionary practices, dominant school practices, recent changes in the law and financial impacts are examined. Implications and implementation are discussed.

Loud and Clear: A Guide to Effective Communication. Sy Lazarus, AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1975. 140 pp. $8.95. Verbal and non-verbal communication are considered. Factors that must be considered before two-way communication can take

place, influence of nonverbal communication on our lives and ways to extend one's communication skills are discussed.

Make Your Schools Work: Practical, Imaginative and Cost-Free Plans to Turn Public Education Around. Harvey B. Scribner and Leonard B. Stevens. Simon and Schuster, Rockefeller Center, 630 Fifth Ave., New York, NY 10020. 1975. 141 pp. $7.95. Authors describe ten cost-free plans to reform American public education. Plans include: birthday entrance, year-round learning center, most wanted teacher, apprenticed learner, universal tutor, zero-construction building, high school renewal, autonomous diploma, and bankrolled educational opportunity.

Manpower Policies and Programs: A Review, 1935-75. Ewan Clague and Leo Kramer. W. E. Upjohn Institute for Employment Research, 300 Westnedge Ave., Kalamazoo, MI 49007. 1976. 93 pp. $1.50. Forty-year review of manpower policies and programs in the U. S. examines their effect on national economic and social policies. Twin problems of high unemployment and income-eroding inflation are considered. Authors propose an extensive "job-creating operation" by the Employment and Training Administration, U. S. Department of Labor.

Middle School We Need, The. Thomas E. Gatewood and Charles A. Dilg. Association for Supervision and Curriculum Development, 1701 K St., N. W., Suite 1100, Washington, DC 20006. 1975. 26 pp. $2.50. Purposes and underlying rationale of the American middle school are identified. Kinds of programs curricular, instructional and organizational-administrative appropriate for emerging adolescent learners are stressed. Leadership implications for effective middle school programs are presented.

Minorities in the United States: Problems, Progress and Prospects. Sar A. Levitan, William B. Johnston and Robert Taggart. Public Affairs Press, 419 New Jersey Ave., S. E., Washington, DC 20003. 1975. 106 pp. $3.50. Basic factual information concerning the changing status of blacks, Puerto Ricans, Mexican-Americans and American Indians is presented. Income, employment, education, family status, demography, compounding problems, progress made since 1960 and future prospects are discussed.

Motivation and Work Behavior. Richard M. Steers and Lyman W. Porter. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 585 pp. $11.95. Major contemporary theories, research and applications in the area of motivation and work behavior are presented. Role of motivation in organizations, central issues in motivation at work and implications for management are examined.

OK Boss, The. Muriel James. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1975. 163 pp. $6.95. Author takes a look at "bossing" using technique of Transactional Analysis. Types of bosses including Critic, Coach, Analyst, Pacifier, Inventor, Fighter and the Shadow, as well as games bosses play are analyzed. Suggestions for positive change and ways to increase effectiveness and efficiency in bossing are offered.

People at Work: A Practical Guide to Organizational Change. Dave Francis and Mike Woodcock. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1975. 198 pp. $7.00. "People problems," or blockages, that can hinder an organization's effectiveness are examined. Fifty activities provide practice in dealing with and clarifying organizational blockages and problem areas.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on mas head. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Twenty-two working guidelines for counselors are provided. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Planagement—Moving Concept into Reality. Robert M. Randolph. AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1975. 213 pp. $14.95. "Planagement" is a synthesis of several existing management techniques. Emphasis is placed on the individual as a planning/management center and through resultant growth and development of the individual, an organization's profits and growth are maximized.

Private Higher Education: First Annual Report on Financial and Educational Trends in the Private Sector of American Higher Education, 1975. Howard R. Bowen and W. John Minter. Association of American Colleges, 1818 R St., N. W., Washington, DC 20009. 1975. 110 pp. Free (single copy). Data collected from a sample of 100 private colleges and universities reflect the "state of health" of the independent sector of higher education. Variables under consideration include students, faculty and staff, program, environment, operating revenues and expenditures, student housing and dining. Comparative trends for private and public higher education are considered.

Psychological Stress in the Campus Community. Bernard L. Bloom (Ed.). Human Services Press, Behavioral Publications, Inc., 72 Fifth Ave., New York, NY 10011. 1975. 282 pp. $14.95 (cloth). Impact of American university system on students and how it facilitates or hinders personal maturation are examined. Students are seen in a developmental, sociocultural and biological context with the university as a "stress-inducing system."

Reshaping American Higher Education. Louis C. Vaccaro and Associates. AMI Press, Graduate School of Management, University of Dallas, Irving, TX 75060. 1975. 143 pp. $3.50. Causes and consequences of problems with which American education is beset as well as what America's colleges and universities are likely to look like in the 1980s are considered. Effect of curricular modifications, changing roles of faculty, students and trustees, the tenure debate and other issues are discussed.

Responsible Student Involvement. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1975. 80 pp. $2.00. Articles emphasize positive aspects of student involvement. Today's student image, improving communications between students and principal, student activities, students and the law, and control of student funds are examined. Involvement of students in crucial decisions, student evaluation of teachers, students' views on school security and equal protection in school athletics are discussed.

Responsive Curriculum Development: Theory and Action. Glenys G. Unruh. McCutchan Publishing Corporation, 2526 Grove St., Berkeley, CA 94704. 1975. 292 pp. $12.00. This book is addressed to problems of responsive, responsible renewal in curriculum development. Theoretical framework that will aid in continual analysis, revision and growth as well as respond to new knowledge and apply to diverse situations is provided.

Role-Play Technique, The: A Handbook for Management and Leadership Practice. Norman R. Maier, Allen R. Solem and Ayesha A. Maier. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1975. 290 pp. $7.00. This casebook utilizes multiple-and single-group role playing to provide an opportunity for skill practice as well as discussion of ideas and issues. Twenty cases deal with management problems and problem-solving approaches.

Social Challenge to Business, The. Robert W. Ackerman. Harvard University Press, 79 Garden St., Cambridge, MA 02138. 1976. 345 pp. $15.00. Issue of making social responsibility programs operational in large corporations is considered. Author demonstrates how result-oriented, financially geared, decentralized pattern common to major corporations may inhibit social responsiveness. Ways in which management skills can be used to effect social change are examined.

Studies in Open Education. Bernard Spodek and Herbert J. Walberg (Eds.). Agathon Press, Inc. Available from: Schocken Books, Inc., 200 Madison Ave., New York, NY 10016. 1975. 244 pp. $12.00. Leading American educators contribute toward a theoretical, empirical and reflective analysis of open education. Historical antecedents of open education are explored. Systematic approach to goal setting and affective goals are discussed. Assessment of open classrooms and implementation procedures are reviewed.

Why Aren't Women Administering Our Schools? The Status of Women Public School Teachers and the Factors Hindering Their Promotion into Administration. Suzanne Howard. National Council of Administrative Women in Education, 1815 Fort Myer Dr. North, Arlington, VA 22209. 1975. 53 pp. $3.00. Lack of women in educational administration is examined. Status of women public school teachers and sociopsychological factors hindering promotion

of women to administrative positions are reviewed. Recommendations for remedial action are offered.

Your Office Staff: A Plus for Public Relations. National School Public Relations Association, 1801 North Moore St., Arlington, VA 22209. 1975. 36 pp. $3.00 (prepaid). Office and support staff as a vital link in the communications chain between parents and educators is considered. Ways in which school's image may be improved are pinpointed.

STUDENT AIDS

Directory of Overseas Summer Jobs, 1976. Charles J. James (Ed.). Vacation-World. Available from: National Directory Service, 252 Ludlow Ave., Cincinnati, OH 45220. 1976. 150 pp. $5.95. General information on employment prospects and details of work available with individual employers are listed. Organizations and agencies which arrange jobs with other employers are included. Opportunities are listed under countries in which they operate. A special supplement on English-speaking countries of England, Scotland and Wales is provided.

Early Commissioning Program for Senior Medical Students, An. U. S. Public Health Service, Department of Health, Education and Welfare. Available from: Commissioned Personnel, Operations Division, OPT-DHEW Room 4-35, 5600 Fishers La., Rockville, MD 20852. 1975. Un-numbered. Free. Through this program, qualified students who are attending accredited schools of medicine or osteopathy may be appointed or placed on active duty as commissioned officers in the Reserve Corps of the United States Public Health Service during their senior or final year. Eligibility, internship, selection and sponsoring agencies are described.

Financial Aid Programs for Minority and Disadvantaged Students in Law School. Council on Legal Education Opportunity, 818 Eighteenth St., N.W., Suite 940, Washington, DC 20006. 1975. Un-numbered. Free. Scholarships, grants-in-aid, loan funds and college work-study programs for minority and disadvantaged students in law school are listed.

Graduate and Professional School Opportunities for Minority Students. Educational Testing Service, Princeton, NJ 08540. 1975. 246 pp. $3.00. Capsule summaries of graduate and professional schools and departments throughout the country are presented. Summaries include name of program, school, address, person to contact, application fee, tests used, application dates and data on minority students.

Graduate Fellowships for Black Americans. National Fellowships Fund, 795 Peachtree St., N. E., Atlanta, GA 30308. 1976. 8 pp. Free. A limited number of graduate fellowships are available to Black Americans who wish to pursue doctoral study in the basic biological and physical sciences, the humanities and the basic social sciences. Eligibility, application procedure, general guidelines, amount of stipend, supplements to stipend and selection procedure are detailed.

HEW Fact Sheet: Five Federal Financial Aid Programs. U. S. Department of Health, Education and Welfare, Office of Education, Washington, DC 20202. 1975. Un-numbered. Free. Five programs of student assistance are described—Basic Educational Opportunity Grants, Supplemental Opportunity Grants, College Work-Study, National Direct Student Loans and Guaranteed Student Loans. Eligibility, application procedure and deadline, and amount of grant or loan are detailed. Sources of information on Guaranteed Student Loan Program are listed.

Hattie M. Strong Foundation: Student Loans. Hattie M. Strong Foundation, 409 Cafritz Bldg., 1625 Eye St., N. W., Washington, DC 20006. 1975. 4 pp. Free. The Strong Foundation administers loan programs for American college students studying in U. S. or abroad and for vocational school students residing within the Metropolitan Washington, DC area. Loans are made solely on the basis of individual merit, are interest-free and do not require collateral. Amount of loan and application procedure are outlined.

IF Financing Your Medical Education Is a Problem, We'd Like to Help. American Medical Association, Education and Research Foundation, 535 North Dearborn St., Chicago, IL 60610. 1976. Un-numbered. Free. Loans are available to medical students, interns and residents in good standing who are (1) U. S. citizens, (2) enrolled in full-time training at an AMA approved school or hospital and (3) can prove financial need. Information pertaining to amount borrowable, interest rates, frequency of payments

and advantages as well as application procedure is provided.

John Randolph Haynes and Dora Haynes Foundation: Purposes and Program. Haynes Foundation, 727 West Seventh St., Suite 810, Los Angeles, CA 90017. 1976. Un-numbered. Free. The Haynes Foundation supports study and research on economic, social and political problems in the greater Los Angeles area. Undergraduate scholarships and graduate fellowships, summer research fellowships for faculty members, internships and grants for distinguished visiting lecturers are described.

Maxine Williams Scholarship Fund. American Association of Medical Assistants' Endowment, One East Wacker Dr., Chicago, IL 60601. 1975. 4 pp. Free. This scholarship is offered to high school graduates who are interested in becoming medical assistants. Amount of scholarship, eligibility requirements, application procedure and selection of recipients are detailed. Application form is included.

Mead Johnson Fellowships for Advancing Education in Respiratory Therapy. American Respiratory Therapy Foundation, 7411 Hines Pl., Dallas, TX 75235. 1975. Un-numbered. Free (single copy). Five awards in the amount of $500 are presented annually to inhalation therapy students in their second year of schooling. Qualifications, selection procedure and payment are outlined. Application form is included.

NRCA-Amvets Auxiliary Scholarship Program. National Rehabilitation Counseling Association and American Veterans of World War II, Korea and Vietnam Auxiliary. Available from: National Rehabilitation Counseling Association, 1522 K St., N. W., Washington, DC 20005. 1976. Un-numbered. Free. A national $1000, a $500 and two $100 scholarships have been established for students enrolled full-time in a graduate rehabilitation counseling program. Objectives, eligibility, application process, student paper, judging criteria and schedules for participation are detailed.

New Guide to Study Abroad, 1976-77 Edition, The. John A. Garraty, Lily Von Klemperer and Cyril J. H. Taylor. Harper and Row, Publishers, Inc., 10 East 53rd St., New York, NY 10022. 1976. 451 pp. $4.95. Foreign study programs for secondary school students, college students and teachers are described. Part I discusses basic considerations of study abroad, benefits and costs. Part II examines programs for college undergraduate and graduate students. Part III considers precollege and secondary school foreign study programs. In Part IV, teaching positions abroad are detailed. Work and travel abroad programs are surveyed in Part V. Organizations and agencies promoting foreign study and travel are listed in Appendix.

Parker B. Francis Fellowships for Advancing Education in Respiratory Therapy. Scholarships. American Respiratory Therapy Foundation, 7411 Hines Pl., Dallas, TX 75235. 1975. Un-numbered. Free (single copy). Purpose of Foundation is to promote education and research in medical sciences, with special emphasis in anesthesia and related fields. Qualifications, selection procedure and payment are stipulated. Application form is included.

Russell Sage Foundation Residencies in Law and Social Science. Russell Sage Foundation, 230 Park Ave., New York, NY 10017. 1975. Un-numbered. Free. Russell Sage Foundation residencies in law and social science are intended for persons who have already completed their major training in law or one of the social science disciplines and wish to extend their training across interdisciplinary lines. Program description, eligibility, stipends and application procedure are included.

Student Aids and BBCCS: A New Look at an Old Problem. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. $1.00. Role of counselors in career and scholarship planning is delineated. Types of financial assistance are discussed. Sources of information on Guaranteed Student Loan Program are listed. Areas in which problems exist for minority students are explored.

Student Expenses at Postsecondary Institutions, 1975-76. Elizabeth W. Suchar, Stephen H. Ivens and Edmund C. Jacobson. College Scholarship Service, College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 68 pp. $2.50. Information on costs of attending different types of postsecondary institutions is analyzed. Average expenses for resident students, commuting students and self-supporting

students are revealed. Data showing how postsecondary educational expenses are increasing and how expenses vary by College Board region are included.

Summer Study Abroad. (Twenty-sixth Edition). Gail A. Cohen (Ed.). Institute of International Education, 809 United Nations Plaza, New York, NY 10017. 1975. 107 pp. $3.00. Summer study programs and courses offered by foreign universities and private institutions are listed. Entries include name of sponsoring institution, name of program, dates and/or duration of program, fields of study, academic level, prerequisites, credits, location of courses and enrollment restrictions. Information about housing, costs, availability of scholarships, application deadline and where to send requests for application materials is provided.

Whole World Handbook: A Student Guide to Work, Study and Travel Abroad 1976-77 Edition. Council on International Educational Exchange. Available from: Simon and Schuster, Inc., 630 Fifth Ave., New York, NY 10020. 1976. 367 pp. $2.95 (paper). Travel and transportation, work and service, and structured and non-structured study opportunities are considered. Facts on transportation, hotel and hostels, food, entertainment, study programs, student tours, charter flights, job, service and apprenticeship opportunities are presented. Specialties of colleges and universities abroad open to foreign students are included.

World of AFS, The. American Field Service International Scholarships, 313 East 43rd St., New York, NY 10017. 1975. 16 pp. Free. Benefits of American Field Service program for family, school and community are outlined. Five major programs—Winter Program, Americans Abroad, Domestic Programs, Educators' Programs and Multi-National Program—are described. Program dates, fees and participating countries are listed.

AIDS FOR THE TEACHER

Affective Domain in Education, The. Thomas A. Ringness. Little, Brown and Company, 34 Beacon St., Boston, MA 02106. 1975. 184 pp. $4.95. Concerns of affective domain in education as well as how affective behavior is learned and can be modified are considered. Definition of the field and various approaches such as learning-theory approach and humanistic point of view are presented. Suggestions and implications for teachers are highlighted.

Affective Education Guidebook: Classroom Activities in the Realm of Feelings. Bob Eberle and Rosie Emery Hall. D.O.K. Publishers, Inc., 71 Radcliffe Rd., Buffalo, NY 14214. 1975. 176 pp. $7.50. Instructional resources for teachers and group leaders in the realm of affective education are presented. Steps toward improved relationships and instructional activities are provided for sensing and identifying feelings, responding to and understanding feelings, interacting socially, exploring relationships and creating better ways of relating, and experiencing and affirming strength and power of interpersonal regard.

Assessment in Education. D. G. Lewis. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1976. 198 pp. $12.50. Procedures of assessment in education, particularly at stages beyond primary school, are considered. Fundamental concepts and techniques as well as relative strengths and weaknesses are discussed. Individual and group tests of ability, comparison of objective and essay-type answers, testing of scholastic aptitude, divergent thinking and attitudes are covered.

Career Education Activities for Subject Area Teachers, Grades 1 Through 6. Jane Lawson and Peter Finn. ABT Publications, 55 Wheeler St., Cambridge, MA 02138. 1975. 325 pp. $11.00. Activities on career education, grades 1-6, are provided for instructors of social studies, language arts, mathematics and science. Sample week's lesson, activities and resources are included.

Career Education Activities for Subject Area Teachers, Grades 6 Through 9. Peter Finn, Jane Lawson, John Masci, Don Bockler, Jim Brown and Jane Cohen. ABT Publications, 55 Wheeler St., Cambridge, MA 02138. 1975. 325 pp. $11.00. Activities on career education, grades 6-9, are presented for use by instructors of social studies, English, mathematics, science, art, health, foreign languages and physical education.

Drug Abuse Prevention: Perspectives and Approaches for Educators. Brice W. Corder, Ronald A. Smith and

John D. Swisher. William C. Brown Company Publishers, 2460 Kerper Blvd., Dubuque, IA 52001. 1975. 123 pp. $2.95. Perspectives for those interested in developing or reshaping drug education programs are provided. Basic principles, strategies and evaluative techniques for drug-abuse prevention programs as well as reference material for constructing, implementing and facilitating a drug education plan are presented.

Educational Measurement and Evaluation: A Worktext. (Second Edition). Harold W. Collins, John H. Johansen and James P. Johnson. Scott, Foresman and Company, 1900 East Lake Ave., Glenview, IL 60025. 1976. 285 pp. $6.95. Techniques of measuring and evaluating student learning are highlighted. Instructional objectives, planning, constructing, and administering teacher-made tests, types of test items, statistical treatment of test scores, using and improving teacher-made tests are considered. Observation and student involvement in the evaluation process, standardized measurement, measurement of noncognitive learning, grading and reporting are also reviewed.

Individualized Reading: A Guide for Teaching Word Analysis Skills. Marjorie Crutchfield. Gramercy Press, P. O. Box 77632, Los Angeles, CA 90007. 1975. 139 pp. $4.95 (prepaid). Sequence for skill development from readiness level through reinforcement of skills at upper elementary level is presented. Guide is organized into four sections to provide for initial teaching, diagnosis of gaps in learning, temporary grouping to meet individual needs and evaluation following instruction.

Interactive Audio-Visual Programming: The Learning Wall Concept. Florence Schaefer (Ed.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 153 pp. $10.95. Classroom teachers, resource teachers and media specialists are provided guidelines for creating audio-visual materials to teach children new concepts through use of the "Learning Wall" method. Instruction and technical aspects of design and production of interactive audio-visual programming are discussed.

Live Classroom, The: Innovation Through Confluent Education and Gestalt. George Isaac Brown (Ed.). Viking Press, Inc., 625 Madison Ave., New York, NY 10022. 1975. 304 pp. $3.50. Teaching/learning concepts presented in this book take as their philosophical base a combination of several theories of learning and growing: Theory of Confluent Education, Gestalt Therapy and Psychosynthesis. Suggestions are offered for bringing more life and better learning into classrooms.

School Suspensions: Are They Helping Children? Children's Defense Fund, 1746 Cambridge St., Cambridge, MA 02138. 1975. 257 pp. $4.00. Suspension data submitted to HEW's Office for Civil Rights by 2862 school districts are analyzed. Educators' view of discipline, reasons for suspension and what it means to children, racial discrimination in the use of suspension and alternatives to suspension are examined.

Teacher Education in the United States: The Responsibility Gap. Study Commission on Undergraduate Education and the Education of Teachers. University of Nebraska - Lincoln, Nebraska Curriculum Development Center, Andrews Hall, Lincoln, NB 68508. 1976. 224 pp. $2.95. Quality of undergraduate teacher preparation as well as other factors influencing the quality of teachers, including accreditation and licensing, governance and management of schools and colleges, and the federal role in teacher education are evaluated. Impact of recent legal decisions, growth of citizen participation in teacher education and recent efforts to integrate work and education are studied.

Teacher's Notebook, A: Alternatives for Children With Learning Problems. Cynthia A. Clarke, Jeanne F. Cullander and Sherry R. Migdail. Beauvoir School. Available from: National Association of Independent Schools, Four Liberty Square, Boston, MA 02109. 1975. 130 pp. $3.00. Data from nearly 200 schools outline what and how schools provide for children with learning problems. Descriptions and evaluations of commercially prepared tests, six sample summer "cookbooks" of ideas for parents in working with children during vacation, classroom techniques for providing alternatives and notes on how children with learning problems differ from slow learners are included.

Teaching Strategies for Ethnic Studies. James A. Banks. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1975. 502 pp. $6.95 (paper). Part I presents a rationale for teaching comparative

ethnic studies as well as goals, key concepts and ways to organize ethnic studies lessons and units. Part II consists of chapters on each major American ethnic group which provide historical overview of group discussed, illustrative key concepts and teaching strategies, and annotated bibliographies for teachers and elementary and secondary school students.

GUIDANCE MATERIAL--FREE OR INEXPENSIVE

Alternatives: 1976 Research Press Catalog. Research Press Company, 2612 North Mattis Ave., Champaign, IL 61820. 1975. 24 pp. Free. Books and audio-visual materials in areas of education, human behavior, law and human behavior and mental health are listed.

Balance Wheel for Accreditation, The. Council of Postsecondary Accreditation, One Dupont Circle, Suite 760, Washington, DC 20036. 1975. 16 pp. 5 cents. Major purpose of the Council is to support, coordinate and improve all nongovernmental accrediting activities in the U. S. conducted at the postsecondary level. Types and goals of accreditation, the Council's role and recognized accrediting groups are included.

Career Development: Theoretical and Practical Issues for Organizations. Edgar H. Schein. ERIC Clearinghouse on Tests, Measurement and Evaluation, Educational Testing Service, Princeton, NJ 08540. 1975. 55 pp. Free (limited supply). Definition of career, career stages and cycles, the "career cube," and ways to improve career development process are considered.

Changes in Attitudes One and One-Half Years After Graduation: National Longitudinal Study of the High School Class of 1972. U. S. Department of Health, Education and Welfare, Education Division, National Center for Education Statistics. Available from: Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402. 1975. 12 pp. 35 cents. This follow-up report describes how young adults of the Class of '72 changed during a period of about one and one-half years with regard to self-concept, sense of control over their environment, and orientation toward work, community and family goals. Statistics are presented for population as a whole and for persons classified into subgroups based on sex, race-ethnicity, socio-economic status, academic ability, high school program and high school location.

Child and the Law, The: Helping the Status Offender. (Public Affairs Pamphlet No. 530). Kathryn W. Burkhart. Public Affairs Committee, Inc., 381 Park Ave. South, New York, NY 10016. 1975. 28 pp. 35 cents. Author explains status offenses, what status offenders' families are like, harm of committing them to institutions and differing opinions on how to help them. Alternatives to court process are described.

Community Is the Teacher, The: Experience-Based Career Education. U. S. Department of Health, Education and Welfare, National Institute of Education, Education and Work Program, Washington, DC 20208. 1975. Un-numbered. Free. Experience-Based Career Education (EBCE) program was developed to bridge the gap between study and experience, classroom and community. EBCE program, philosophy and future are examined. Evaluation activities are described.

Framework for Evaluating Institutional Commitment to Minorities: A Guide to Institutional Self Study. Office of the President, American Council on Education, One Dupont Circle, Suite 801, Washington, DC 20036. 1976. 14 pp. Free (single copy). Guidelines to help staff assess their institution's response to minority concerns are provided. Areas of concern include undergraduate and graduate admissions and recruitment; financial aid; counseling, support services and placement; curriculum; environment; graduate and professional programs; faculty and staff hiring, evaluation and retention; and administrative policies.

Issues of Sex Bias and Sex Fairness in Career Interest Measurement. Esther E. Diamone (Ed.). Available from: Carol B. Crump, Research Assistant, Education and Work Group, National Institute of Education, Washington, DC 20208. 1975. 219 pp. Free (single copy). Technical and social issues of sex bias and fairness in interest inventories are examined. Impact of interest inventories on career choice, use and evaluation of interest inventories, problems of scale development, norms and item difference by sex as well as face validity are reviewed. Reducing sex bias, expanding opportunities for re-entry women, costs of developing interest inventories and legal implications of sex bias are also considered.

Music Therapy-Related Workshops, 1976. National Association for Music Therapy, Inc., P. O. Box 610, Lawrence, KS 66044. 1976. Un-numbered. Free. National and regional music therapy-related workshops are listed. Entries include name of workshop, dates, meeting site and contact for further information.

1976-77 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, information relating to the handicapped and rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

Pathways to Quality: 1975 ETS Annual Report. Educational Testing Service, Princeton, NJ 08540. 1976. 24 pp. Free. Emerging trends in American education as well as ETS' ongoing work in measurement, research and instruction are discussed. Major activities over and above traditional ETS testing programs are described. New program designed for preschool and primary-grade children from Spanish-speaking backgrounds is cited.

Predictive Value and Psychological Meaning of Vocational Aspirations. (Report No. 69). John L. Holland and Gary D. Gottfredson. Reprinted from: *Journal of Vocational Behavior*, Vol. 6, pp. 349-363. 1975. Available from: Center for Educational Research, The Johns Hopkins University, 3505 North Charles St., Baltimore, MD 21218. 1975. 15 pp. Free. Psychological meaning and predictive value of vocational aspirations are studied. Degree of coherence among individuals' vocational aspirations as related to index of their decision-making ability is examined.

Program Evaluation: Title I of the Higher Education Act. National Advisory Council on Extension and Continuing Education, 1315 G St., N. W., Room 710, Washington DC 20005. 1975. 86 pp. Free. Summary of Title I of the Higher Education Act is given. Overall effectiveness of the program is evaluated. Programs especially successful in meeting purposes of the law are pinpointed. Recommendations for replicating and expanding "worthy projects" are offered.

Significant Provisions of State Unemployment Insurance Laws. U. S. Department of Labor, Manpower Administration, Unemployment Insurance Service, Washington, DC 20210. 1975. Un-numbered. Free. Information is provided in chart form concerning benefits, coverage, duration of benefits, and taxes for each of the fifty states.

Toward Universal Opportunity. Commission of Governmental Affairs, American Association of Community and Junior Colleges, One Dupont Circle, Suite 410, Washington, DC 20036. 1975. 21 pp. Free. This booklet provides an updating of the Association's official position on selected federal postsecondary education policies and programs.

Trucking and Transportation: Free Teaching Aids. Educational Services, American Trucking Associations, Inc., 1616 P St., N. W., Washington, DC 20036. 1975. 7 pp. Free. Free classroom and vocational publications are listed with brief descriptions and recommended grade level. Order forms are provided.

Using a Typology of Persons and Environments to Explain Careers: Some Extensions and Clarifications. (Report No. 204). John L. Holland and Gary D. Gottfredson. Center for Educational Research, The Johns Hopkins University, 3505 North Charles St., Baltimore, MD 21218. 1975. 43 pp. Free. This report, prepared by the Careers Program, extends and clarifies Holland's theory of careers and its applications to career guidance.

Your Social Security. U. S. Department of Health, Education and Welfare, Social Security Administration, Washington, DC 20203. 1975. 27 pp. Free. Ways in which protection under social security is earned, kinds of benefits individuals and their families receive, how social security is financed and other information helpful in planning for the future are explained.

ADULT EDUCATION AND THE AGING

Academic Skills: A Handbook for Working Adults Returning to School. Rebecca Thatcher. New York State School of Industrial and Labor Relations, Cornell University, Ithaca, NY 14850. 1975. 31 pp. 75 cents. This handbook is designed to assist adults who have

made the decision to return to school for additional education. Sections include Study Skills, Preparing for an Exam, Taking an Exam, Writing a Short Paper and Writing a Research or Term Paper.

Aging: Scientific Perspectives and Social Issues. Diana S. Woodruff and James E. Birren. D. Van Nostrand Company, 450 West 33rd St., New York, NY 10001. 1975. 421 pp. $9.95. Brief history of gerontology is provided. Sociological perspectives to aging including demographic and social aspects, recent psychological research and biology of aging are detailed. Planning residences, institutional settings and neighborhoods for the elderly are considered as well as social issues such as impact of television, role of economics, importance of social policies, potential of politics and political participation for improving the lives of the aged.

Guide to Intergenerational Programming, A. Bella Jacobs, Pat Lindsley and Mimi Feil. National Council on the Aging, Inc., 1828 L St., N.W., Washington, DC 20036. 1976. 28 pp. $3.00. Guidelines and program suggestions using role play are provided for Senior center directors to sensitize youth volunteers to the elderly's needs and concerns. Film resources are listed as supplementary tools.

How to Stay Younger While Growing Older: Aging for All Ages. Reuel L. Howe. Word Books, Publisher, Waco, TX 76703. 1975. 168 pp. $5.95. Ways to grow old gracefully, maintaining a vigorous and productive life, are suggested. Contents include: The Pilgrimage From Birth to Life, Living Your "Now," Cultivation of Creativity, Finding Your Self, Giving Your Self, Making Growth Choices, Learning for "Now" and "Then," Love Being Older and Exit With Trust.

Late Adulthood: Perspectives on Human Development. Richard A. Kalish. Brooks/Cole Publishing Company, Monterey, CA 93940. 1975. 133 pp. $3.95. Issues, ideas and information available on psychology of later maturity and old age are examined. Orientation to aging, basic processes of aging, personality, relating to others and surrounding physical and social environments are analyzed.

Mental Health in Nursing Homes. Bert Kruger Smith. Hogg Foundation for Mental Health, University of Texas, Austin, TX 78712. 1975. 16 pp. 15 cents. Societal attitudes about aging are outlined. Problems of aged people, including feelings of isolation, loneliness and hopelessness as well as myths about aging are described. Ways to provide mental health both in and out of nursing homes are enumerated.

Program Planning: A Guide to Accountability, Credibility, Trust. Kay McGovern and Bella Jacobs. National Council on the Aging, Inc., 1828 L St., N.W., Washington, DC 20036. 1975. 16 pp. $1.00. Planning model is offered for Senior Center practitioners seeking management information on goals and objectives, costs and resources, program implementation and evaluation. Program monitoring form is included, as well as information on resource assistance available from the National Institute of Senior Centers.

Social Goals, Social Programs and the Aging. Carter C. Osterbind (Ed.). Center for Gerontological Studies and Programs. Available from: University of Florida Press, 15 N.W. 15th St., Gainesville, FL 32601. 1975. 168 pp. $7.50. Collection of papers on social goals, social programs and the aging presented at the Twenty-fourth Annual Southern Conference on Gerontology are highlighted.

Somebody Still Makes Housecalls. National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1975. Un-numbered. 25 cents (prepaid). Services offered by home health agencies and various health care professionals who provide such services are described. How to pay for home health care and how this type of care is chosen as an appropriate means of health care delivery is considered.

Youth in Old Age. Alexander Leaf. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 233 pp. $8.95. Author reports on his visits with the world's oldest people, many of whom are over 100 years old, in extraordinary health, high spirits and leading full, productive lives. Key factors that affect prospects for long life are pinpointed - daily vigorous exercise, mental attitude, low-fat diets, long-lived relatives, good work-rest ratio and a life-orientation to society.

HANDICAPPED AND REHABILITATION COUNSELING

Careers for the Homebound: Home Study Opportunities. President's Committee on Employment of

the Handicapped and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 16 pp. Free. This pamphlet provides a useful reference tool for counselors in helping the homebound attain educational and vocational objectives. Courses listed may be taken by persons of various ages, backgrounds and educational achievements. Immediately following course listings are names and addresses of accredited home study schools offering those particular subjects.

Changing Status of the Blind, The: From Separation to Integration. Berthold Lowenfeld. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 336 pp. $23.50. Separation, ward status, self-emancipation and final integration into society are described and documented as four phases in history of socio-economic status of the blind. Effects of education, rehabilitation, public policy, attitudes, agency system, self-organizations, economic forces and public assistance on integration of blind persons into society are evaluated.

Functional Teaching of the Mentally Retarded. (Second Edition). Max G. Frankel, F. William Happ and Maurice P. Smith. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 265 pp. $13.75. Approaches to improving mentally retarded individual's basic skills, both perceptual and motor, are emphasized.

History of Mental Retardation: Collected Papers. Volume I. Marvin Rosen, Gerald R. Clark and Marvin S. Kivitz (Eds.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 400 pp. $17.50 ($29.50 for Vols. I and II). Addresses, essays and lectures relating to the history of mentally handicapped and mental retardation services are presented. Papers in this volume discuss humanitarian appeals on behalf of the mentally retarded, the first schools, early scientific work, the period of disillusionment, growth of institutions and testing movement.

History of Mental Retardation: Collected Papers. Volume II. Marvin Rosen, Gerald R. Clark and Marvin S. Kivitz (Eds.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 453 pp. $17.50 ($29.50 for Vols. I and II). Papers in Volume II consider research laboratories and clinics for the mentally retarded, institutional changes, impact of genetics, follow-up studies and developments of the 1960's and 1970's.

Hope Is Not Enough! A Parent's Guide to Active Involvement in Helping Their Learning Disabled Child. Joseph Solanto. Board of Cooperative Educational Services. Available from: Walter Goodman, B.O.C.E.S., Yorktown Heights, NY 10598. 1975. 60 pp. $4.95. Effects of child's learning disability on the child, parents, teachers, specialists and school psychologists are examined. Basic tenets of learning theory, home screening for learning disability, relating to professionals and sources of help are considered.

Instructional Programming for the Handicapped Student. Daniel R. Anderson, Gary D. Hodson and Willard G. Jones. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 1008 pp. $28.95 (cloth). Over one hundred validated instructional programs appropriate for use with handicapped students are presented. Part I deals with programs either for eliminating undesirable student behaviors or developing new and desirable ones. Part II consists of an anthology of instructional programs. Part III contains an annotated bibliography of references to commercially available instructional programs, journal articles, textbooks, etc. which discuss techniques useful for modifying student behavior.

Rehabilitation in Israel. Kenneth W. Reagles, Solly Katz and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. $7.95. This volume is a compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Format for each program includes a description of rehabilitation process components such as referral procedures and sources, eligibility and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation and research activities. "Services to the Handicapped Directory," a useful guide for agency personnel, is included.

Workshop Management: A Behavioral and Systems Approach. Douglas B. Simpson and Philip M. Podsakoff. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 128 pp.

$12.95. Focus is on importance of modern behavioral research findings in theory and practice of rehabilitation management and manager's role in a rehabilitation facility.

THE COUNSELOR'S BOOKSHELF

Abnormal Psychology and Modern Life. (Fifth Edition). James C. Coleman. Scott, Foresman and Company, 1900 East Lake Ave., Glenview, IL 60025. 1976. 816 pp. $15.95. Historical discussion in Part I traces changing views of mental disorders from ancient to modern times along with development of contemporary medical, psychosocial and sociocultural approaches. Part II details clinical pictures, causal factors, treatment and outcomes of major maladaptive patterns. Part II examines maladaptive behavior reflecting changing attitudes and interest in areas of sexual "deviations," suicide and maladaptive behavior of groups. Part IV deals with areas of assessment, therapy and prevention.

Alcoholism. Alvin Silverstein and Virginia B. Silverstein. J. B. Lippincott Company, East Washington Square, Philadelphia, PA 19105. 1975. 128 pp. $2.25. Major aspects of alcohol use and abuse are discussed. Alcohol's chemical composition, its effect on the body, causes and treatment of alcoholism, teenage drinking and living with an alcoholic parent are considered.

America's Runaways. Christine Chapman. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1975. 288 pp. $8.95. Epidemic of runaways, its causes and possible cures are explored. Ways in which law, psychiatry, political institutions and how schools view runaways are examined. Advice is offered to parents on how to go about tracing their missing youngsters.

Applications of Behavior Modification. Travis Thompson and William S. Dockens, III (Eds.). Academic Press, Inc., Publishers, 111 Fifth Ave., New York, NY 10003. 1975. 540 pp. $19.00. Collection of original contributions by significant investigators in field of applied behavior modification is presented. Behavior modification principles are applied to remedial education, marriage and sex counseling, drug abuse, child rearing and various psychiatric problems. Critical ethical and social issues in behavior modification from the standpoint of biologists, political scientists and psychologists are also discussed.

Beyond Culture. Edward T. Hall. Anchor Press, Doubleday and Company, Inc., Garden City, NY 11530. 1976. 256 pp. $7.95. Author contends that man has evolved extensions of himself, such as language, tools and institutions, and in the process, has become caught in a web of "extension transference," where the extension takes the place of human process. Resultant repression of man's nature, denial of talents and punishment for imagined failures are examined.

Boundless Resource, The: A Prospectus for an Education/Work Policy. Willard Wirtz and the National Manpower Institute. New Republic Book Company, Inc., 1826 Jefferson Pl., N.W., Washington, DC 20036. 1975. 205 pp. $7.95. Two-year study of gap between education and work, and need to integrate the two is reported. Traditional scenario of education, work and then retirement is challenged. Proposals are offered for establishing a lifetime continuum of education and work opportunity in America.

Century of Struggle: The Woman's Rights Movement in the United States. (Revised). Eleanor Flexner. Belknap Press, Harvard University Press, 79 Garden St., Cambridge, MA 02138. 1975. 405 pp. $15.00. History of woman's rights movement in the United States is presented. All levels of American life and history from the Colonial period through adoption of woman's suffrage and nineteenth constitutional amendment are explored. First woman's rights struggles are linked with those taking place today.

Changing Patterns of Psychiatric Care. Bernard L. Bloom. Human Sciences Press, Behavioral Publications, Inc., 72 Fifth Ave., New York, NY 10011. 1975. 360 pp. $15.95 (cloth). Impact of community mental health movement on delivery of psychiatric services over the past decade is assessed. Implications for control of mental disorders and future of community mental health movement are presented.

Counselor and the Law, The. Thomas Burgum and Scott Anderson. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1975. 116 pp. $9.00 (APGA

members); $10.00 (non-members). Legal rights and limitations the legal circumscriptions within which school counselors can do their job with confidence are considered. The confidential relationship, civil liability, malpractice, counselors as possible criminal defendants, accessory after the fact, encouraging illegal abortions, civil disobedience and contributing to the delinquency of a minor are discussed.

Crumbling Walls, The: Treatment and Counseling of Prisoners. Ray E. Hosford and C. Scott Moss. University of Illinois Press, Urbana, IL 61801. 1975. 257 pp. $8.95. Correctional programs implemented to help reduce inmate depression, hostility and social withdrawal are examined. Specific counseling cases are included which support editors' belief that traditional long-term psychotherapy in prisons is outmoded. Brief crisis-oriented therapy is recommended. Techniques used to help inmates with stuttering, compulsive exhibitionism and homosexuality, recurrent nightmares, drug abuse, chronic schizophrenia and drug-induced psychosis are described.

Dying of the Light, The: A Searching Look at America Today. Arnold A. Rogow. G. P. Putnam's Sons, 200 Madison Ave., New York, NY 10016. 1975. 384 pp. $10.00. Problems of America today and possibilities of tomorrow as well as potential solutions are highlighted. Decline of leadership, poverty and wealth, sex, the city, suburbia, racism, crime, military-industrial complex and American's own ultimate ambivalence toward democracy are examined.

Four Psychologies Applied to Education: Freudian, Behavioral, Humanistic, Transpersonal. Thomas B. Roberts (Ed.). Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 588 pp. $19.50 (cloth). Research and writings in fields of teaching and learning view effects of modern psychologies on educational systems. Values and limitations of Freudian approach to learning, emergence of behavioral psychology as the dominant influence on education, humanistic psychology as a variation on behaviorism, and power and educational uses of imagination, ESP, meditation and other current developments are explored.

Gifted Child, The. Cyril Burt. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 214 pp. $14.95. Historical and reflective introduction to problems of giftedness, both for the gifted individual and society, is presented. Associated educational and philosophical concepts as well as mechanism of inheritance and its implications for intelligence are discussed. Characteristics, difficulties and development of gifted children are considered with emphasis on need for early recognition of exceptional intellectual ability and special educational opportunities.

Gramp. Mary Jury and Dan Jury. Grossman Publishers, 625 Madison Ave., New York, NY 10022. 1976. 152 pp. $5.95 (paper). A family's pictorial record of a man's last years of life, from the first onset of senility to his death, is presented.

How to Be Happy With Yourself: A Guide to Overcome Depression and Failure. Tom Yarbrough. Libra Publishers, Inc., 391 Willets Rd., Roslyn Heights, NY 11577. 1975. 78 pp. $4.95. Suggestions for putting together one's own "tool box" for problem solving are offered. Techniques are applicable to problems with family, money and self-fulfillment among others.

How to Make a Habit of Success (Revised). Bernard Haldane. Acropolis Books Ltd., 2400 Seventeenth St., N.W., Washington, DC 20009. 1975. 216 pp. $3.50. Author's technique shows how to build on achievements so that success becomes a continuing pattern. Emphasis is on how to identify and concentrate on applying one's best talents in the most profitable direction.

Human Intelligence. Jack Fincher. G. P. Putnam's Sons, 200 Madison Ave., New York, NY 10016. 1976. 512 pp. $12.95. Research, experiments and controversies that are leading to an entirely new definition of human intelligence are presented. Author contends that historic bias in favor of the logical, linear left hemisphere of the brain has caused disasterous discrimination against the holistic right hemisphere to the point where its natural gifts are in imminent danger of evolutionary atrophy.

Identity and Intimacy. William Kilpatrick. Dell Publishing Company, Inc., 1 Dag Hammarskjold Plaza, New York, NY 10017. 1975. 262 pp. $3.25. Some of the most fashionable current notions and movements in psychology are challenged. Contention is that only through a return to more traditional values and through

possession of a firm sense of self and identity can one achieve genuine and fulfilling relationships with others and realize one's own needs and potentialities.

Images of the Future: The Twenty-first Century and Beyond. Robert Bundy (Ed.). Prometheus Books, 923 Kensington Ave., Buffalo, NY 14215. 1976. 239 pp. $12.95. Questions relating to present day "doomsday forecasts" e.g. energy crisis, population explosion, ecological destruction, collapse of traditional values and institutions and what they portend for the future are confronted. New images of the future around which our society can organize are suggested.

Job Corps, The: A Social Experiment. Sar A. Levitan and Benjamin H. Johnston. Johns Hopkins University Press, Baltimore, MD 21218. 1976. 218 pp. $8.00 (cloth). History of Job Corps is traced. Facilities and programs, successes and failures are examined.

Men, Women and Change: A Sociology of Marriage and Family. Letha Scanzoni and John Scanzoni. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10022. 1976. 504 pp. $12.95. Incorporating cross-national studies, historical material, demographic data, other research and theory, this book emphasizes on-going changes and exchanges occurring in male-female relationships. Exploring relationships, decisions about marriage, structure and process in marriage, children and continuing processes of marital relationships are studied.

Mother Person, The. Virginia Barber and Merrill Maguire Skaggs. Bobbs-Merrill Company, Inc., 4300 West 62nd St., Indianapolis, IN 46206. 1975. 220 pp. $7.95. Women reveal how they view motherhood, starting with pros and cons of having children through physical changes and rearing children. Dealing with pressure from parents and in-laws, husbands' reactions to pregnancy, conflicting feelings toward offspring, and frustrations and rewards of motherhood are considered.

Open Family and Marriage: A Guide to Personal Growth. Thomas C. McGinnis and Dana G. Finnegan. C. V. Mosby Company, Publishers, 3301 Washington Blvd., St. Louis, MO 63103. 1976. 309 pp. $10.50. Impact on individuals of changes in dating, marriage and family life, nature of marriage, structure and nature of the family are discussed in Part I in terms of interaction experiences. Foundations of interactional therapeutic system; developing identity; intrapersonal, nonverbal and interpersonal communication are considered in Part II. Part III examines dynamics of various kinds of human relationships, from dating to marriage and family interaction.

Peter Plan, The: A Proposal for Survival. Laurence J. Peter. William Morrow and Company, 105 Madison Ave., New York, NY 10016. 1975. 224 pp. $6.95. Author's projection of his imaginary Excelsior City in 1990 is told in terms of people and programs that save it from extinction. Strategies are presented to bring about the kind of world needed to fulfill humanity's optimum potential in a society capable of continuous renewal.

Play Fighting. Owen Aldis. Academic Press, Inc., Publishers, 111 Fifth Ave., New York, NY 10003. 1975. 319 pp. $17.50. Play fighting and thrill-seeking behavior are analyzed in attempt to answer questions about child-rearing practices. Author argues in favor of encouraging more thrill-seeking and rough-housing play in children.

Professional Child Care Worker, The: A Guide to Skills, Knowledge, Techniques and Attitudes. Alan F. Klein. Association Press, 291 Broadway, New York, NY 10007. 1975. 287 pp. $9.95. Knowledge, skills attitudes and techniques in which child care professionals must be grounded are stressed. Viability of residential treatment, children in need of special help, organizational structure of child care institutions, concerns of child care workers and place of families in treatment are among topics discussed.

Punishment Cure, The: How Aversion Therapy Is Being Used to Eliminate Smoking, Drinking, Obesity, Homosexuality . . . And Practically Anything Else. Stephen J. Sansweet. Mason/Charter Publishers, Inc., 641 Lexington Ave., New York, NY 10022. 1976. 211 pp. $8.95. Goals, methods, results and implications of aversion therapy are examined by exploration of case studies originating in prisons, mental institutions, clinics and hospitals. Author recommends creation of guidelines and standards by which research can be validated.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (Continuation of listing from last issue)

American School News. American School, 850 East Fifty-eighth St., Chicago, IL 60637. Quarterly. Free.

Black Aging. Black Aging, Inc., P.O. Box 8522, Durham, NC 27707. Bimonthly. $8.50 per year.

CAEL Newsletter. Educational Testing Service, Princeton, NJ 08540. Triennially. Free.

Caring. National Committee for Prevention of Child Abuse, 111 East Wacker Dr., Suite 510, Chicago, IL 60601. Bimonthly. Free.

Erickson Educational Foundation Newsletter. Erickson Educational Foundation, 1627 Moreland Ave., Baton Rouge, LA 70808. Biennially. Free (on request).

Foundation News. Council on Foundations, Inc., 888 Seventh Ave., New York, NY 10019. Bimonthly. $20.00 per year (non-members); $10.00 per year (members); add $2.00 per year for surface postage or $8.00 per year for air mail (outside U.S. and Canada).

Gerontologist, The. Gerontological Society, One Dupont Circle, Washington, DC 20036. Bimonthly. $20.00 per fiscal year.

Hogg Foundation News. The Hogg Foundation for Mental Health, Box 7998, University of Texas, Austin, TX 78712. Irregular. Free (upon request).

International Association of Pupil Personnel Workers, Journal of the. IAPPW, Paul E. Fogle, Treasurer, Box 20, Route 1, Frederick, MD 21701. Quarterly. Free (to active and associate members); $7.00 per year (library subscription).

Law and Behavior: Quarterly Analysis of Legal Developments Affecting Professionals in Human Services. Research Press Company, 2612 North Mattis Ave., Champaign, IL 61820. Quarterly. $15.00 per year.

MDA News. Muscular Dystrophy Association, Inc., 810 Seventh Ave., New York, NY 10019. Bimonthly. Free.

Measurement and Evaluation in Guidance. Association for Measurement and Evaluation in Guidance. Available from: APGA Publications Sales, 1607 New Hampshire Ave., N.W., Washington, DC 20009. Quarterly. Free (Division members); $12.00 per year (non-members).

Medium. Jewish Media Service, Institute for Jewish Life, 65 William St., Wellesley, MA 02181. 10 issues. Free (to Jewish-community professionals).

Memorandum. American Enterprise Institute for Public Policy Research, 1150 Seventeenth St., N.W., Washington, DC 20036. Quarterly. Free.

NASA Report to Educators. National Aeronautics and Space Administration. Washington, DC 20546. Quarterly. Free.

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